

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 16th day of November 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman
Commissioner Wright H. Ellis, Vice-Chairman
Commissioner Steve Broderick
Commissioner Mark C. Crocker

EXCUSED: Commissioner Joel M. Maerten
Commissioner Lee Wallace

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature
P. Andrew Vona, Attorney for District
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the minutes of the October 26, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	20.70
Dig Safely	Digging Notifications	68.50
Frontier	Mapleton Rd PS	58.03
National Fuel	Plant	258.21
National Grid	East Canal Rd PS	490.73
National Grid	Mapleton Rd PS	143.22
National Grid	Moyer Lift PS	42.76
National Grid	Plant	6,831.21

National Grid	Shawnee Rd PS	148.12
National Grid	Tonawanda Creek Rd PS	339.46
National Grid	Townline Rd PS	353.40
National Grid	2044 Niagara Falls Blvd (meter)	21.64
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSDOH	Annual Lab Approval Fee	843.84
Time Warner	Internet Service	757.64
Verizon	East Canal	25.07
Verizon	Plant	135.54
Verizon	Tonawanda Creek Rd PS	29.45

TOTAL

\$ 10,588.54

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	637.70
AmeriPride	Carpet Floor Protection	96.59
Blodgett, Thomas	Travel Mileage	31.32
CIR Electrical	Replacement of aeration blower soft start at plant	5,700.00
Dana Roetzer's Executive Landscaping	Machine Rental, labor and fill to grade & fill in around manhole cover located off the south/west corner of 2954 NF Blvd.	700.00
Evoqua	Lab Grade Water	446.75
Fisher Scientific	Laboratory Supplies	2,942.28
GHD	October Monthly Retainer	750.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	16,992.74
GHD	Interceptor Sewer System Hydraulic Model Dev. (Project #11119601)	20,955.00
GHD	Aeration Gate Actuation Project #11124772	15,750.00
GHD	2016 O&M Projects (Project #11119361)	2,930.97
Greater Niagara Mechanical	Preventative maintenance of HVAC units (4)	699.00
JP Industrial Supply	Maintenance Supplies	91.98
J.R. Swanson Plumbing Co	Repair 2 catch basins and remove fire hydrant	3,600.00
Kandey Company	24" Sewer Improvements & Manhole Rehab Project (GHD Project #631143)	173,433.09
Kemira	Ferrous Chloride	3,021.07
Koester	Repair pump at Shawnee Rd PS	339.00
Kroening, Carl	2016 Clothing Allowance	400.00
Kwiatkowski, Ronald	2016 Clothing Allowance	400.00
Laerdal	First Aid CPR Student Workbook	57.45
Martech Controls	Pressure Transmitters (2)	2,688.00
Microbiologics	Laboratory Supplies	870.89
Modern Corporation	Dumpsters	175.27

Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	160.00
Newark Element 14	Remote Mount Keypad & Relay Socket	394.24
Occustar Inc.	Respirator Exams	570.00
Phonetics Inc	Sensaphone Express Autodialer Monitoring System	1,559.85
Pollard Water	Leaf skimmers	217.04
Praxair	Maintenance Supplies	105.75
Progressive Roofing	Repair to Aeration blower building roof	33,000.00
Republic Services	Sludge Disposal	14,078.81
Republic Services	Recycling Service	39.13
Rochester Midland Corporation	Sanor Restroom Services 11/1/16-10/31/17	753.60
Sampson Cleaning Services	October 28, November 6, 13	210.00
Scive, Michael	2016 Clothing Allowance	400.00
Sharp Printing	2016 Public Hearing Postcards	59.00
Staples	Office Supplies	1,234.79
STC Construction	2016 Operation & Maint. Project - General (GHD Project #11119361)	23,655.00
Timkey, John	2016 Clothing Allowance	400.00
Town of Lockport	Bond Reimbursement	188,564.60
Vona, P. Andrew	Monthly Retainer-October 2016	2,500.00
WW Grainger	Maintenance Supplies	40.17

TOTAL

\$ 521,651.08

TOTAL FORWARDED

\$ 10,588.54

TOTAL APPROVED O&M

521,651.08

GRAND TOTAL APPROVED

\$ 532,239.62

This motion was carried.

Review of the October 2016 Financial Report showed an Operation and Maintenance balance of \$7,190,824.36

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Sewer District's October 2016 Financial Report be approved as presented. This motion was carried.

Communications:

There is nothing new to report this month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. NYSDEC Annual Inspection of Treatment Plant - Mr. Timkey reported that Robert Locey of the NYSDEC visited the District last week for his annual plant inspection. Mr. Timkey stated that they discussed the NCSD#1 I/I removal efforts, the Annual MOM Report, as well as the Plant Flow Study and Wet Weather Operating Plan. Mr. Timkey also reported that Mr. Locey indicated that there were no issues at the treatment plant.

b. East Canal Pump Station OEM Generator Repair - Mr. Timkey reported that the radiator for the 24 year old generator at the station requires replacement. Mr. Timkey requests Board authorization for the purchase and installation of the OEM replacement radiator for the East Canal Pump Station from Cummins Northeast which includes parts and labor at the total cost of \$5,591.33.

Upon motion duly made by Mark C. Crocker and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the OEM purchase and installation of the replacement generator radiator for the East Canal Pump Station from Cummins Northeast which includes parts and labor at the total cost of \$5,591.33. This motion was carried.

Administrative Directors Report:

a. 2017 Budget - Mr. Blodgett reported that he is scheduled to present to the 2017 Budget to the Infrastructure & Facilities Committee on November 22, 2016. The final 2017 Budget vote is scheduled to be held by the Niagara County Legislature on Tuesday, December 13, 2016.

b. Public Hearing Regarding Sewer District Assessment - December 6, 2016 - Mr. Blodgett reported that he will be attending the Niagara County Legislature meeting on December 6, 2016 to attend the public hearing regarding the Sewer District Assessments for 2017.

c. 2017 Tax Computation Schedule - Mr. Blodgett presented to the Board the revised 2017 Tax Computation Schedule with the final EDU numbers as provided by Niagara County Real Property.

d. Signage for Plant Buildings - Mr. Blodgett reported that he and Joanne Teixeira met with the Niagara County sign department to discuss signage options for the District Buildings, and that the District would only have to pay for materials. Mr. Blodgett stated that the sign department will make two signs for us to make sure that the signs are what we are looking for and will report back at the next Board meeting.

e. 2016 Regulatory Reporting Proposal Request - Mr. Blodgett reported that the District is required to give an annual update of the District's SPDES Compliance Items to the NYSDEC. Mr. Blodgett requested Board approval for GHD to prepare a proposal to update and prepare the District's Annual SPDES Compliance Reporting Items which will be presented for Board consideration at the December 2016 Board Meeting.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for GHD to prepare a proposal for the update of the District's Annual SPDES Compliance Reporting Items to be presented at the December 2016 Board Meeting. This motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Project underway. Update meeting is scheduled to be held on December 1st.
 - BOARD ACTION REQUESTED – None
3. 2016 O&M Projects (GHD Project No. 11119361)
 - Construction initiated
 - BOARD ACTION REQUESTED – None
4. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
 - Additional data collected for model database. Project underway.

- BOARD ACTION REQUESTED – None
5. 2016 District I&I Project (GHD Project No. 631143)
 - Project underway. Work scheduled to begin on Oct 22nd.
 - BOARD ACTION REQUESTED – None
 6. New Automation Controllers and SCADA System Project (GHD Project No.11124698)
 - Project ongoing. Progress meeting scheduled with NCSD.
 - BOARD ACTION REQUESTED – None
 7. Aeration Gate Actuation Project (GHD Project No.11124772)
 - Project underway. 90% design to be submitted to NCSD for review in early November.
 - BOARD ACTION REQUESTED – None

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Mark C. Crocker and seconded by Wright H. Ellis the meeting adjourned at 4:15 p.m.